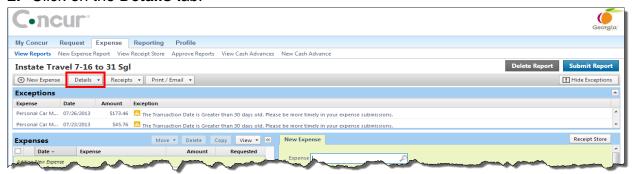


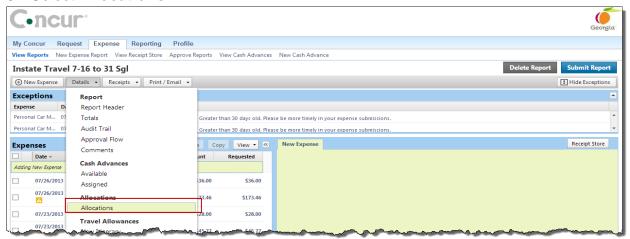
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How to Correct Allocations

- 1. Open the Expense Report with the items requiring allocation correction
- 2. Click on the Details tab.



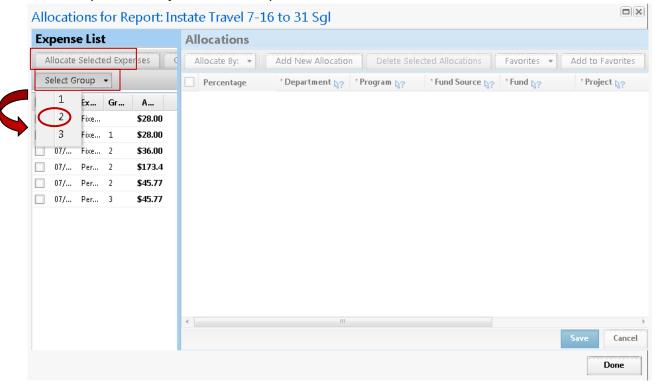
3. Select Allocations



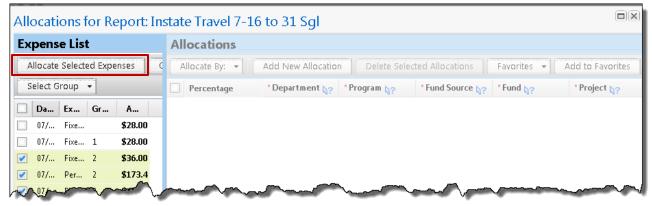
The Allocations wizard opens



5. Click on Select Group to choose the allocation you wish to correct. Each time you created an allocation in the Expense Report previously it attached a group number to that specific entry. In our example we have three different sets of allocations.

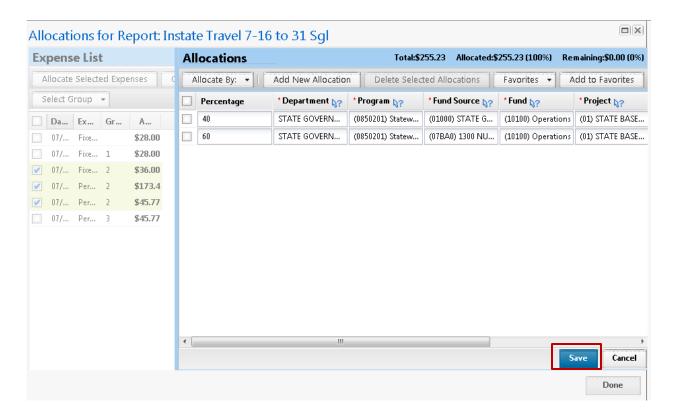


6. Click Allocate Selected Expenses

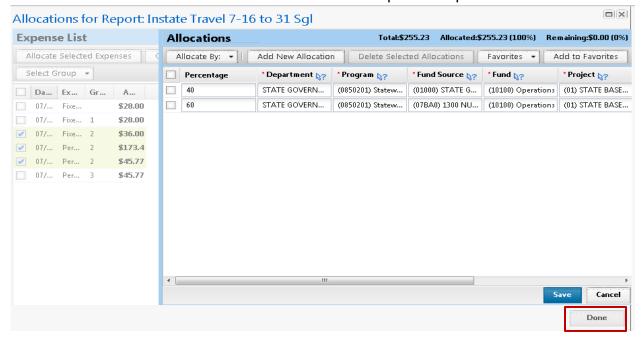


- **7.** The Allocations display
- **8.** You may adjust any of the fields, delete rows, add rows, or select a different item from **Favorites** to make your corrections.
- 9. Click Save

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- **10.** Click **Yes** in the confirmation dialogue box to apply the saved allocations. Different dialogue will appear in the confirmation boxes depending on whether you adjusted the existing fields or applied a different saved allocation.
 - a. You must confirm the change to proceed.
- 11. Click **Done** to exit Allocations and return to the Expense Report detail.



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